

TOWN OF BLACKSBURG

Town Manager's Monthly Operation and Information Report

January 2005

TOWN MANAGER'S OFFICE

HUMAN RESOURCES DIVISION

- ❖ Prepared advertisements and postings, recorded EEO data for applicants, prepared transmittals for departments, reviewed interview questions, and processed returned applications for all January transactions. The following positions were posted during the month:
 - Inspector – Site Construction – Planning & Engineering
 - Public Works Technician – Public Works
 - Equipment Operator III/Streets – Public Works
 - Aerobics Instructor (Wage) – Recreation
 - Lifeguard (Wage) - Recreation
 - Bus Operators (Wage) – Transit
 - Maintainer (Wage) – Transit
- ❖ Participated in interviews held for the five Town Attorney candidates.
- ❖ Conducted no New Hire Sessions for Pay Plan employees this month.
- ❖ Conducted four Exit Interviews this month.
 - Accounting Technician I – Finance
 - Voluntary Resignation for Better Opportunity w/State Court System
 - Executive Assistant – Town Manager's Office
 - Voluntary Resignation for Part-Time Employment
 - Skilled Tradesman/Utility – Public Works
 - Retirement
 - Equipment Operator III/Streets – Public Works
 - Retirement
- ❖ Processed 161 status changes and no benefit changes. Semi-annual evaluations were processed for all eligible Wage employees at Blacksburg Transit.
- ❖ Assisted supervisors with EAP referrals, employee issues, disciplinary actions, investigations, and grievances; in conjunction with the Town Manager as necessary.
- ❖ Met with and assisted employees regarding work related issues or concerns.
- ❖ Assisted employees with VRS retirement estimates and purchase of prior service calculations and paperwork.
- ❖ Prepared retirement applications for three Town employees.
- ❖ Prepared the operating budget for 2005-06 for the Human Resources Office, staying below the acceptable budget amount. Prepared the 2005 Service Award expenses to assist in budgeting for the revenue funds.
- ❖ Attended the New River Valley Insurance Consortium meeting to review proposals for the July 2005 contract year. Medical coverage for the Town is anticipated to increase 14% with our current carrier, Southern Health. All other proposals were in excess of the 14% increase. Delta Dental has asked for a 15% increase to dental premiums. This is the first increase in dental coverage since July 1999. Proposals were obtained to join the self-insured dental plan with the Consortium.
- ❖ Prepared salary surveys for Washington County and Roanoke County's Public Safety Division.
- ❖ Prepared revisions to the Rules & Regulations to comply with the federal FLSA changes, as well as the compensatory and holiday bank accrual increases. These revisions were approved by Council at the second meeting in January.
- ❖ The Employee Advisory Team met to review the results of the Employee Angel Tree Project, School Supply Drive, and the 2005 United Way Campaign. Ideas were generated on ways to meet the campaign goal of \$7,300. The revisions to the Rules & Regulations were discussed with attending members. An update on the July 2005 insurance coverage was provided. Team members will begin discussing potential changes to the Rules & Regulations for July 2006 at the February or March meeting.
- ❖ Requested and reviewed driver history records for all Blacksburg Transit Bus Operators.
- ❖ Met with Rick Post, VML Safety Consultant, to review VML's Risk Management Minimum Guidelines. Mr. Post also met with Steve Cass, Safety Coordinator for Public Works, to visit the Public Works complex and several Public Works job sites.
- ❖ Met with the outgoing and the new coordinator for REACH, the Town's employee assistance program.

- ❖ There were no BEST classes conducted during January. Information and enrollment forms were distributed for the classes offered through NRCC for the supervisory certificate program. Employees from several different departments are participating in these classes.
- ❖ Prepared monthly evaluation notices and past due notices for applicable Directors.
- ❖ Continued to assist employees with processing of claims from Southern Health Plan.
- ❖ Processed workers' compensation claims and provider invoices for the month.
- ❖ Continued the recognition of employees by sending cards to all employees celebrating a birthday, marriage, or birth of a child in January.

COMMUNITY RELATIONS DIVISION

The Community Relations Manager began or completed the following projects in the month of January:

- ❖ Began to consult the Bergman Group on the Pick it Up Blacksburg Campaign. Also began the design process on the remaining seasonal town banners, a year end accomplishments advertisement, and design of new Town marketing folders.
- ❖ Blacksburg was honored with the Grace Hopper Government Leadership Technology Award, and Congressman Boucher presented the award to the Mayor at a Town press conference organized by the Community Relations Office. The Town also ranked 2nd in the Center for Digital Government Digital Cities survey.
- ❖ Organized and hosted a Sugar Bowl bet between the City of Auburn and the Town. Channels, 10, 7, and 13 were in attendance, as well as the News Messenger. The Community Relations Manager worked with ABC Sports in New York to provide them information comparing the two cities and footage of the Sugar Bowl bet.
- ❖ Continued working on an AV/Presentations Policy for Council Chambers.
- ❖ Finalized 2006 CIP Submittal.
- ❖ Continued working on an ICSC Alliance Program with Diane Akers of the Blacksburg Partnership, Shane Adams of the Montgomery Chamber, Mike Poldiak of New River Valley Mall, and Sue Drzal of the Downtown Merchants Association. The event has been pushed back with a tentative schedule for April in Blacksburg.
- ❖ Continued to serve as staff to the Blacksburg Museum Committee and support for the Blacksburg Partnership.
- ❖ Finalized the January issue of About Town to be mailed toward the middle of the month.
- ❖ Continue to administer the Blacksburg Alert system. There are currently 2210 subscribers.
- ❖ Completed the Town's Emergency Resource Guide. Beginning town wide distribution.
- ❖ Continued working with the web team and Planning and Engineering on a web based projects database.
- ❖ Continue to work with a Town team on the development of a notification policy.

The Museum Coordinator completed the following tasks in January:

- ❖ Began planning a street festival with the Odd Fellows Hall Sub-committee co-sponsored by the Christiansburg Institute for July 2, 2005. The event will celebrate the Hall's 100th anniversary and be part of the Christiansburg Institute's Alumni Association festivities.
- ❖ Continued tracking the museum's current collection in Past Perfect Software by cataloguing and photographing artifacts currently in storage or on display in the Municipal Building lobby.
- ❖ Continued meeting with the Museum Council, a group of local museum directors and volunteers, on ways to collaborate. Submitted information to be included on the Museum Council's website with links to the Blacksburg Museum's website.
- ❖ Composed and passed out a questionnaire to Museum Committee members to discuss goals for the calendar year.
- ❖ Met with Museum Committee Chair Lynn Martin to discuss goals for the future.
- ❖ Met with Gail McMillian, Director of Virginia Tech's Digital Archives and Special Collections, about resources for researching Blacksburg's history and future collaborations.
- ❖ Met with Alexander Black descendants and donors Nita Little and Mary Kent Elliot.
- ❖ Began composing a calendar for the 2005 Historic Lecture Series and composed letters to be sent to the speakers.
- ❖ Attended the "Raising More Money" seminar to gather information on fundraising events and cultivating donor relationships.
- ❖ Met with Susan Kaiser to discuss the Museum's finances and drew up a financial report for the Museum Committee passed out at the January 10th meeting.
- ❖ Made plans to attend the 2005 Virginia Association of Museum's conference along with Museum Committee member Bill Green.
- ❖ Continued to conduct research on the history of Blacksburg, the Victorian Era, and period interiors to determine how the museum can build an accurate and interesting collection. Planned to report research progress quarterly to Collections Sub-committee to form a plan for collecting in the future.

WTOB Programs Produced in January

- ❖ *Blacksburg Newsline* produced by Derley Aguilar: Winter weather-themed program featuring a visit to the National Weather Service in Blacksburg, tips from the Fire Department and Police Department, snow clearing with Public Works, BT Snow Routes, defensive driving in the snow.
- ❖ *Planning Commission Agenda* produced by Chip Herman.
- ❖ *eneRGy: Your Recreation Guide* produced by Jennifer Tuttle: features recreational basketball.

Special Productions

- ❖ *Blacksburg Sports Club*: taped 1 guest speaker.

Notes

- ❖ Derley Aguilar conducted a 4-day Video Production Workshop for the public. Four attendees participated. Chip Herman and Jennifer Tuttle also participated in one of the sessions.
- ❖ Derley Aguilar was interviewed by Patrick Waters of the *News Messenger* about workshops for the public. Waters attended one of the sessions as a guest. The newspaper article is scheduled for the February 5 edition of the paper.
- ❖ Jennifer Tuttle completed a promotional spot for the Aquatic Center's Water Babies activity.
- ❖ Derley Aguilar attended a meeting to discuss public education of Blacksburg's water.
- ❖ Had a follow up meeting with Charles Blanchet regarding the streaming video services Granicus has to offer. Other in attendance were Steve Jones, Marc Verniel, John McKenna, Jennifer Tuttle, and Chip Herman.
- ❖ Approximately 40 announcements were added to the bulletin board.
- ❖ One of the two video players in the edit suite has been sent out for repair.

Web Administration**Updates**

- ❖ General updates of links
- ❖ Police press and announcements
- ❖ Planning and Engineering
- ❖ Blacksburg Transit
- ❖ Parks and Recreation
 - Winter/Spring Recreator
 - General edits and maintenance
 - Updated schedules
- ❖ Maintenance of eNews
 - News Releases
- ❖ On going projects
 - General maintenance to include site search for and removal of orphan files and dead links, and error corrections
 - Town Council Web Cast Updates
 - General editing of content

Web Projects

- ❖ Continue implementation of new design for all department pages.
- ❖ Continue code flow chart and database design for Projects pages.
- ❖ Continue minutes and agenda Content Management System.
- ❖ Configure and install Fedora Linux server to mirror BEV site.

Other

- ❖ Organized web team meeting

Site StatisticsSummary

- ❖ 25,194 unique visitors came to the sites.
- ❖ Visitors came from 18,253 distinct Internet addresses.
- ❖ The web server delivered 7,230 unique documents one or more times each.

The top five visited pages by accesses for January are:

Page	Accesses
Calendar.php	15,534
person.php	5,514
jobs.php	4,842
comp_plan/plan.php	4,093
maps.php	3,481

HOUSING AND COMMUNITY DEVELOPMENT DIVISION

- ❖ Roanoke-Lee Street Project information segment on WTOB.
- ❖ National Community Development Association Legislative Conference.
- ❖ HUD Environmental Review training.
- ❖ 415 Lee Street bid for rehabilitation.
- ❖ 412 Lee Street application for rehabilitation.
- ❖ 516 Roanoke Street closing.

Neighborhood Enhancement Services

- ❖ Attended Town Gown Community Relations Meeting.
- ❖ Submitted Funding Request in conjunction with partnership with Better Agreements Inc., in addressing neighborhood disputes.
- ❖ Continuing research on Greek House histories.
- ❖ Interviewed and selected 3 student interns for this semester.
- ❖ Coordinator will return back to work full time 2nd week in February.

Code Enforcement/Public Nuisance Abatement Summary By Type of Violation

Description	No. cases	No. LMI(% of cases)	Percent of total
Tall grass & weeds	0	0	0
Debris	32	32 (84%)	11.4
Inoperable vehicles	7	4 (57%)	2.2
Address numbering	2	0	0.62
Trash collection	124	96 (78%)	38.2
Property Maintenance	2	1 (50%)	0.62
Zoning	0	0	0
Encroachments	0	0	0
Snow Removal	150	143 (95%)	46.2
Other	1	1 (100%)	0.31
TOTAL	325	277(85%)	99.55

Complaints received: 5 (1.5% of total caseload) 5 LMI (100%)

Projects closed this month: 174 (134 LMI, 77%)

Citizen evaluation forms: 0

Number of Downtown Cases: 12

Number of Commercial Cases: 10

Number of letters or notices written: 9 (2.8% of total caseload) 5 LMI (56%)

Projects contractor hired for: 1 (1123 S. Main Street, debris removal \$128.30)

TECHNOLOGY DEPARTMENT

- ❖ Director continues active role in HTE User Group Board of Directors.
- ❖ Work continues on Transit ITS AVL project – we have received bids for on-bus hardware and operations management systems.
- ❖ Monthly Blacksburg Telecommunications Advisory Committee meeting was held.
- ❖ Staff met with vendors to look at possible streaming video / audio solutions for town council meetings.
- ❖ Technology staff is looking at new tools for web content management – to make it easier for staff to post timely information to the web site.
- ❖ Technology installed a Verizon DSL data line at Parks and Recreation to ensure they have a reliable network connection. This is a short-term solution until we get fiber installed this summer.
- ❖ Staff is meeting to discuss the issuance of a new Cellular Telephone RFP. This will replace the current contract we have with SunCom for 87 phones.
- ❖ Director attended a Rescue Squad officers meeting and dinner to address and talk about technology issues at Rescue.
- ❖ Staff continues to roll-out new computers for staff technology replacement.
- ❖ Director is assisting Pulaski County with a wireless project for public use.
- ❖ Director met with vendors to discuss document imaging technologies.
- ❖ Director attended a Public Sector CIO (Chief Information Officer) Summit at Microsoft headquarters in Redmond, Washington.
- ❖ Work continues on the Technology Strategic plan. It is my goal to have this ready for the new fiscal year of 2006.

- ❖ Director is working with Tele-Works to improve technologies and service delivery for the citizens.

Teams and Association Involvement

Environmental Management Systems - Pollution Prevention - EMSP2
 Executive Management Team
 Technology Enhancement Team
 Instrumented City Initiative
 eGovernment Team
 Computer Operations Team
 BRITE - Blue Ridge IT Executives – regional Local Government IT Executives
 Montgomery County Information Technology Steering Committee
 VALGITE - VA Local Government IT Executives – Statewide Local Government CIO Forum
 NCTC - New Century Technology Council CIO Committee
 VATOA – Virginia Telecommunications Officers and Advisors
 NRV Telecommunications Group
 BTAC – Blacksburg Telecommunications Advisory Committee
 HTE User Group Board of Directors - Secretary

FINANCE DEPARTMENT

ACCOUNTING DIVISION

- ❖ List of New Businesses for January, 2005-Attached List
- ❖ Major revenue collections year-to-date as of January, 2005

▪ Real Estate Taxes	\$1,650,232	51.5% of budget
▪ Decals	\$ 54,794	18.6% of budget
▪ Meals Taxes	\$1,300,869	62.5% of budget
▪ Hotel Taxes	\$ 253,457	60.4% of budget
▪ Cigarette Taxes	\$ 232,645	69.5% of budget
▪ Sales Taxes	\$ 643,237	59.4% of budget
▪ Consumer Utility Tax	\$ 804,631	67.3% of budget
- ❖ Mailed out 1,211 Business License Renewal Applications that are due March, 1.
- ❖ Calendar year end payroll procedures including distribution of W-2's.
- ❖ Worked on division's FY 2005/2006 Operating Budget.

UTILITY BILLING DIVISION

- ❖ Number of connections 136
- ❖ Number of work orders 58
- ❖ Percent of waste stream recycled 15.3%
 (curbside program)
- ❖ Disconnects for non-payment of accounts 42
- ❖ Delinquent Notices Mailed 579
- ❖ Direct Debit Accounts 1,037
- ❖ Internet Payments Received 371
- ❖ Internet Accounts Enabled 1,377
- ❖ Collected \$1,272.29 on delinquent final accounts that had ignored all Town communications. Used Set-off debt, VEC, Tech directory and telephone book to track down these accounts.
- ❖ Worked on redesign of utility bill.
- ❖ Worked on division's FY 2005/2006 Operating Budget.

PURCHASING DIVISION

- ❖ Awarded bids/RFP on: Household Hazardous Waste Day; Transit Consultant on Conversion to Urban Area; Odd Fellow Study; Sewer Pump; Construction of Sewer Lining; Truck-Tractor.
- ❖ Renewed contract:
- ❖ RFP's/Bids Issued: Response Vehicles for Rescue; Street Marking/Painting; Cell Phones.
- ❖ RFP's/bids being evaluated: Engineering Services – Cedar Run; Wireless Infrastructure; Bennett House Renovation; A/E Services for South Main Fire Station; AVL Software & Equipment/Materials; Sanitary Sewer Study.
- ❖ Upcoming RFP's and bids: Credit Cards; Heritage Park House; Office Supplies; Miscellaneous Asphalt; Miscellaneous Stone; Town Letterhead; Bennett House Parking; CDBG-Acquisition Services-Developers; CDBG-Child Care; CDBG-Homeless Assistance; Demolition of Highland Park Tank.
- ❖ Quotes/Informal Bids:
- ❖ Electronic Auction Sales: 3 vehicles for \$9,157.25.

- ❖ Purchase Orders Issued 61 \$253,911
- ❖ Inventory Issues 282 \$ 9,701
- ❖ Reviewing the federal and VDOT new purchasing regulations.
- ❖ Worked on division's FY 2005/2006 Operating Budget

ADMINISTRATION/MANAGEMENT INFORMATION SYSTEMS DIVISION

- ❖ Working on Internet (Click 2 Gov) Vendor Registration application.
- ❖ Working with auditors for FY 04 year end.
- ❖ Working on Version 3 upgrade to H T E Financial Management System.
- ❖ Working on Fiscal Year 2005/2006 Operating Budget.
- ❖ Working on Series 2005 Refunding Bond Offering.

New Businesses for January, 2004

Name	Address
Beliveau Construction	111 Cohee Road
Charter House Contracting	Out of Town Contractor
Design Telecommunications Inc	Out of Town Contractor
EEE Consulting	307 Church Street
Freedom Development LLC	Out of Town Contractor
J & T Trade Inc	1714 North Main Street
Jackson Hewitt Tax Service	1490 South Main Street
Life Focus Coaching	245 Fairfax Road
Scott Builders	Out of Town Contractor
Shelor Inc	Out of Town Contractor

PARKS AND RECREATION DEPARTMENT
Aquatics Division

- ❖ The Aquatic Center collected \$7,907.38 for 3,089 individuals.
- ❖ Aquatics conducted an all staff in-service focusing on policy changes and water rescues.

Golf Course Division

- ❖ The Golf Course collected \$4,483.18 for 350 individuals.

Administrative Division

- ❖ The rest of the Department collected \$9,260.11 for programs and rentals
- ❖ Winter/Spring registration was conducted on Rec Trac software, and registration was held at 3 facilities.
- ❖ Planning for the Annual Easter Egg Hunt is underway.
- ❖ Department FY 2005-2006 Budget was completed.
- ❖ The warm weather has assisted us in starting our field maintenance.
- ❖ All youth basketball continues.
- ❖ Director hired Draper Aden to survey the new Huckleberry Trail section from Price's Fork Road to Glad Road.
- ❖ Director started negotiations with Dr. Wallace concerning donation of a log cabin to the Heritage Park.
- ❖ Director with Outdoor Supervisor, Park & Landscaping Superintendent and Public Works Director hosted the 1st of three public meetings for the programming of the Nature Center.
- ❖ Director taped yoga section of the Energy show.
- ❖ Director met with each of the Department's supervisors on their sections budgets and job descriptions.
- ❖ Director was part of the town attorney interviews.
- ❖ Director spoke to Urban Architecture class at Virginia Tech concerning volunteer projects.
- ❖ Director and Comp Planner met to discuss Industrial Park trail issue and set meeting for February to meet with property owners.
- ❖ Director began working on grant submission for the Huckleberry Trail extension – West side of 460.

POLICE DEPARTMENT
OFFICE OF THE CHIEF

- ❖ Accreditation Events: A new accreditation process is underway with an emphasis on using technology to enhance the accreditation process. We will be working with the Department of Technology in an effort to place our policy manual on the intranet in a read only format. In some cases a test module can be applied to ensure compliance and understanding. This attempt on our part would generate a significant savings in paper and labor for the department. Lieutenant Davis was transferred into the role of Professional Standards Lieutenant on January 1, 2005. Much of the month has been spent in on the job training familiarizing himself with the Accreditation process.

- ❖ Recruitment and Selection: Authorization was granted to over hire one position with the formal notice of Sergeant Vaughan's retirement notice being effective March 31st. This position was filled January 31st by Police Officer Carla King and she will begin her basic law enforcement training on February 7, 2005.
- ❖ The Chief received and responded to several letters and emails of appreciation and commendation regarding the performance of numerous police personnel.
- ❖ The Chief and Key Staff Members attended numerous meetings during the month.
- ❖ Lieutenant Davis is currently attending the Police Executive Leadership School (one week per month for three months) at the University of Richmond and is scheduled to complete this program March 17, 2005.
- ❖ The staff continues to work closely with the County Administrator's office on Homeland Grant Funding. A pending federal grant specified for law enforcement in the amount of \$209,000 has been split by per-capita for each of the 3 jurisdictions and the Town of Blacksburg will receive \$85,302.79 to purchase equipment under the grant.

POLICE OPERATIONS DIVISION

- ❖ Part I Offenses have decreased from 71 reported in December 2004 to 60 reported in January 2005. Larcenies have decreased from 33 reported in December 2004 to 26 reported in January 2005. Comparing January 2004 to January 2005 we show a 12% decrease in Part I offenses. The clearance rate for Part I offenses in January 2005 was 18%. The total Clearance rate for Part I and Part II offenses was 43%.
- ❖ Year-to-date offenses (Part I and Part II) have decreased 2% from a fiscal year total of 1711 in January 2004 to a fiscal year total 1663 in January 2005.
- ❖ Detectives Self and Taylor traveled to Baytown Texas to extradite Orlando Rodriguez who was charged with the Wachovia Bank Robbery located on University City Blvd. on 2/13/02.
- ❖ An ABC compliance operation was conducted on January 5, 2005. Storefront locations were checked with two (2) warnings given for violations of the Virginia ABC laws.
- ❖ The Deer Population Management Program operated the week of January 3-6, 2006. The team members successfully reduced the population by 40 deer, bringing the total to date for the fall/winter session to 156.
- ❖ The Downtown area continued to receive additional patrol, which resulted in a total of 5 alcohol related charges being placed against individuals.
- ❖ The Mobile Speed Display Units were utilized at 4 different locations for a total 45 hours at the following locations: Broce Drive, Mabry Lane, Clay Street and South Main Street.
- ❖ Selective enforcement activities were provided 6 times during the month. Five different locations were targeted for this activity; Broce Drive, Mabry Lane, Prices Fork Road, Southgate Drive and University City Blvd. No special requests were received from citizens for additional speed enforcement. Approximately 3.78 hours were expended on selective speed enforcement and a grand total of 238 traffic summonses were issued this month.

POLICE SERVICES DIVISION

- ❖ Police personnel issued a total of 395 parking tickets this month. That figure represents an increase of 21 from 374 that were written last month. The majority of the tickets were issued for meter violations 205. While there were tickets written in all categories, other notables included: 59 for no parking, 52 for yellow line, 25 for 2 hour parking, 333 for other violations and 6 for no town tag.
- ❖ Both generators used to power the police building and radio communications tower were tested and found to be functioning properly and there testing was documented for the CALEA files.
- ❖ January 31, 2005, Ginny Belcher was hired as the department's data processing technician/receptionists, she replaced Michelle Frazier who accepted a position with the Finance Department

PUBLIC WORKS DEPARTMENT**OPERATIONS DIVISION (Administration, Equipment Operations)**

- ❖ Submitted the Public Works department FY 2005-2006 Operating Budget to the Town Manager's office.
- ❖ Participated in two public meetings by presenting an overview of the Parks & Recreation department's plan to design and construct the Nature Center as a "Green Building" in accordance with the U.S. Green Building Councils' Leadership in Energy and Environmental Design (LEED) program.
- ❖ Participated in meetings with the Blacksburg/Christiansburg Water Authority on the switch from the chlorination to the chloramination disinfection process.
- ❖ Director and staff met with P&E department staff to discuss sanitary sewer overflow (SSO) data collection, tracking, and reporting.
- ❖ Staff attended the monthly Instrumented City coordination meeting with Virginia Tech Transportation Institute (VTI) and VDOT representatives.
- ❖ Town Garage responded to two winter storms during the month of January. Labor, material and equipment costs totaled \$19,838 for equipment maintenance.
- ❖ Town Garage mechanics performed 271 garage service job orders (vehicle repairs, equipment repairs, vehicle washing, field services, state inspections, preventive maintenance, etc.).

PARKS & LANDSCAPE DIVISION (Cemetery, Grounds, Horticulture, Parks, Solid Waste/Recycling)

- ❖ Responded to two winter storms during the month of January. Labor, material and equipment costs totaled \$29,826 for sidewalks and parking lots. Labor and equipment costs totaled \$1,591 for airport snow removal activities.
- ❖ Obtained two independent budget cost estimates to perform landscape maintenance in the 3A interchange area. Prepared a budget add request listing 4 options for consideration by management.
- ❖ Filled a sink hole at Nellie's Cave Park.
- ❖ Continued edging and mulching landscaped areas around town buildings.
- ❖ Removed vegetation around sanitary sewer pump station fences.
- ❖ Prepared bid documents for summer annuals and hanging baskets.
- ❖ Repaired the welcome sign at Heritage Park.
- ❖ Hauled sand to the Parks & Recreation department softball and baseball fields.
- ❖ Cleaned and stained the benches at the soccer fields at Winfrey Park.
- ❖ Continued to coordinate service issues with Waste Management.
- ❖ Continued seasonal recycling efforts with phone book and holiday season card recycling drop off locations.
- ❖ Continued to gather recycling data for annual DEQ recycling report.
- ❖ Performed 5 cemetery internments and 1 cremation internment.
- ❖ Picked up 41 dump truck loads of brush during Brush Collection resulting in labor and equipment costs of \$5,814 or \$142 per load.
- ❖ Picked up 642 Christmas trees during the annual curbside pick-up program resulting in labor and equipment costs of \$3,623 or \$5.64 per tree.

PROPERTIES DIVISION (Occupational Safety, Custodial Services, Buildings, Traffic Engineering, Pump Stations)

Occupational Safety Program

- ❖ Continued Employee Safety Committee meetings at Public Works.
- ❖ Conducted safety training classes on "Slip/Trip/Fall and Cold Weather Injury Protection", "Biohazard General Overview", and "Hazard Communication".

Maintenance

- ❖ Completed porch repairs at 5-Chimneys and installed non-slip treads on the porch steps and stairs at Draper Road.
- ❖ Installed and trimmed out 10 new windows and upgraded the electrical system in the kitchen area at Fire House One.
- ❖ Pulled wiring at 3 intersections in support of VTTI Project Phase II.
- ❖ Installed a new wood floor in the art gallery at the Armory Building.
- ❖ Built new masonry walls and installed 3 new doors at Nellie's Cave Park.
- ❖ Repaired and maintained holiday lights.

Traffic Engineering

- ❖ Repaired and/or replaced 125 street signs and serviced 52 parking meters.

STREETS DIVISION (Asphalt, Sidewalks, Storm Drains)

- ❖ Responded to two winter storms during the month of January. Labor, material and equipment costs totaled \$88,057 for roadways.
- ❖ Repaired a broken storm drain pipe on Ridgeview Drive and performed maintenance (cleaning out) on storm drain inlet boxes town wide.
- ❖ Performed maintenance on the curb and gutter on Shelor Lane.
- ❖ Picked up trash along the rights-of-way of Glade Road, Tom's Creek Road, and Givens Lane.
- ❖ Performed 43 hours of street sweeping town wide.
- ❖ Performed asphalt repairs at 18 locations town wide.

UTILITIES DIVISION (Water Systems, Sewer Systems)

- ❖ Installed 9 new ¾" water meters. Labor, material and equipment costs totaled \$4,842 or \$538 per meter.
- ❖ Performed 500 linear feet of sanitary sewer preventive maintenance (line cutting) resulting in labor and equipment costs of \$111, or \$0.22 per linear foot.
- ❖ Repaired water main leaks at Harding Avenue, Sutton Place, Wharton Street, Roanoke Street, and North Main Street.
- ❖ Began tank inspections at the Village at Tom's Creek subdivision.
- ❖ Performed an 8-inch water tap for the Heights Subdivision on Giles Road.
- ❖ Repaired a sewer line at McBryde Drive and Watson Avenue.
- ❖ Conducted equipment demonstrations as part of the procurement process of the emergency sanitary sewer pump.
- ❖ Processed 311 Miss Utility requests to locate Town of Blacksburg water and sewer utilities.
- ❖ Performed 10 Special Pick-ups (12 loads) resulting in labor and equipment costs of \$1,627 or \$135 per load.

VOLUNTEER FIRE DEPARTMENT

Fire Department responded to 77 incidents: 52% Town = 33 Calls
 13% County = 08 Calls
 36% VPI = 23 Calls
 0% Mutual Aid = 0 Calls

Total Miles Driven: 3237
 Burn Permits issued: 4 yes, 0 no
 Training Hours: 5
 Total Est. Fire Loss: \$0
 Total Incident Man Hours: 202

Training:

- ❖ Flue fire and ground ladder training

Committees represented by F. D.:

- ❖ SW VA Fire and Life Safety Coalition
- ❖ SW VA Firefighters Association
- ❖ Montgomery County Firefighters Association
- ❖ VA Tech Safety Advisory Committee
- ❖ Montgomery County Risk Watch Coalition
- ❖ Blacksburg Workplace Safety

Inspections:

- ❖ Lyric
- ❖ Kentucky Fried Chicken
- ❖ Starbucks
- ❖ Subway
- ❖ Five Guys Burgers and Fries
- ❖ Kobe Japanese
- ❖ FireHouse Pizza
- ❖ Dairy Queen
- ❖ Papa Johns Pizza
- ❖ Rivermill
- ❖ Sycamore Deli
- ❖ Touchdown Subs
- ❖ Buffalo Wild Wings
- ❖ Champs
- ❖ VT Printing
- ❖ Adelphia
- ❖ VT Surplus
- ❖ Dream Thai
- ❖ Dollar Store
- ❖ Famous Anthony's
- ❖ Jackson Street Café
- ❖ Wachovia
- ❖ Boston Beanery
- ❖ Chocolate Spike
- ❖ CVS Pharmacy
- ❖ St. Mary's Little Angels pre-school
- ❖ The Gobbler Italian Rest.
- ❖ Top of the Stairs

VOLUNTEER RESCUE DEPARTMENTMonth/Year January 2005

			This Month	Year To Date
1. Training - # Hours			426	426
2. Rescue Calls - # Calls			168	168
3. Volunteer hours Expended on Calls			845	845
			<u>MONTH</u>	<u>YR. AVERAGE</u>
4. *Response Times:	TOWN	<u>GOAL</u> 7.00 MIN	6.8	6.8
(Time of dispatch to	COUNTY	12.00 MIN	10.57	10.57
on scene)	VPI	5.00 MIN	0	0
5. Reaction Times	TOWN	3.5 MIN	2.72	2.72
(time of dispatch	COUNTY	3.5 MIN	2.88	2.88
to in-service)	VA TECH	3.5 MIN	0	0

(NA = Not Available)

*** Response times are the crucial element to be considered in evaluation of the service.**

The response times are calculated using all calls regardless of location. Determining an average target for responses is difficult as there are many factors which enter the picture, such as weather, location, time of day, available manpower, etc. However, we continue to strive for our goal.

** County coverage area includes to Giles, Craig and Roanoke County lines.

Totals Calls Answered in the Month of January 2005 :**BREAKDOWN OF CALLS:****Rescue Calls:**LOCATION:

Town	<u>100</u>
County	<u>68</u>
VPI & SU	<u>0</u>
Outside County	<u>0</u>
Total	<u>168</u>

VOLUNTEER HOURS:

Rescue Calls:	<u>845</u>
Standby / Service Calls:	<u>426</u>
TOTAL:	<u>1271</u>

Building Permits Issued for: January, 2004

Permit #	Applicant/Owner	Location	Contractor	Units	Cost	Code
B-04-000453	Bill Madison	202 South Hill Dr.	Madison Contracting	0	10,000	RC
B-04-000639	James Gallimore	604 Cambridge Rd.	Gallimore Construction	0	1,225	RM
B-04-000643	James Gallimore	2712 Wellesley Court	Gallimore Construction	0	1,225	RM
B-04-000706	Tim Kurstedt	109 Maywood St.	A-1 Heating and Cooling	0	4,200	MS
B-04-000750	Randall Maxwell	217 College Avenue	Fire Safety Products	0	12,500	MC
B-04-000754	Janet Perrault	1580 Honeysuckle Dr.	Self	0	50,000	ASF
B-04-000760	Randall Maxwell	109-A College Avenue	Fire Safety Products	0	1,600	MC
B-04-000776	James Surrey	1305 Glen Cove Lane	Surrey Builders	0	37,000	ASF
B-04-000780	Julie Smith	200 Monticello Lane	Strong's	0	2,800	MS
B-04-000781	Julie Smith	2501 Capistrano St.	Strong's	0	4,400	MS
B-04-000788	Robert Lisk	118 Country Club Dr.	Robert F. Lisk General	0	33,079	RC
B-04-000789	Roger White	416 Clairmont Dr.	White Builders	1	138,775	NS
B-04-000790	Roger White	417 Clairmont Dr.	White Builders	1	119,795	NS
B-04-000791	Clyde Mitcham	836 Hutcheson Dr.	Blacksburg Plumbing	0	250	MS
B-04-000792	Clyde Mitcham	1531 South Main St.	Blacksburg Plumbing	0	2,500	MC
B-04-000793	Claude Pitzer	1730 Sage Lane	Community Housing Partners	1	120,000	NS
B-04-000794	Tom Bowden	1211 Village Way South	Restorations Unlimited	0	10,000	RS
B-04-000795	Matt Correll	126-B Jackson St.	Matthew Correll	0	5,000	RC
B-04-000796	John Walsh	1702 Glade Rd.	Walsh Electrical Contracting	0	650	EM
B-04-000797	Quintin Burch	1711 Suite 2 N. Main St.	Commonwealth Heating and Air	0	23,000	MC
B-04-000798	Tony Houff	603 Progress St.	Tony Houff Electrical	0	2,050	ESF
B-04-000799	James T. Bush	517 Country Club Dr.	James T. Bush, Contractor	1	225,000	NS
B-04-000800	Jonathan Couch	1535 S. Main St.	Boyd S. Construction	0	400	EC
B-04-000801	Danny Gallagher	202 S. Main St.	Pointe West Management	0	2,000	NS
B-04-000802	Bob Pack	220 S. Main St.	Pointe West Management	0	30,000	RC
B-04-000803	Julie Smith	2103 Chestnut Dr.	Strong's	0	2,500	MS
B-04-000804	Cindy Griffin	1711 Suite 2 N. Main St.	Little River Contracting	0	18,000	PLB
B-04-000805	Rich Alvis	104 Hubbard St.	Alvis Electric	0	7,435	EC
B-04-000806	Mike Augsburg	217 Mountain Breeze Dr.	S. M. Nichols Builder	1	150,000	NS
B-04-000807	Jason Boyle	206 Washington St.	Green Valley Woodworks	0	250	DE
B-04-000808	Kirby Connor	506 Woolwine St.	Eastern Construction	0	6,000	DE
B-04-000809	Eric Jones	3003 McLean Court	Shelter Alternatives	0	163,100	ASF
B-04-000810	Claude Pitzer	1728 Sage Lane	Community Housing Partners	1	130,000	NS
B-04-000811	Louis Whitlock	1607 Meadowbrook Dr.	Louis Whitlock	0	3,000	MS
B-04-000812	Clyde Mitcham	602 Piedmont St.	Blacksburg Plumbing	0	1,000	RW
B-04-000813	Steve Hill	205 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000814	Steve Hill	207 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000815	Steve Hill	211 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000816	Steve Hill	209 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000817	Jason Boyle	206 Washington St.	Green Valley Woodworks	0	50,000	AC
B-04-000846	Jerry Shepherd	303 Heartwood Crossing	Pearl Water Productions	1	75,000	NS
B-04-000847	Tim Kurstedt	111 Cohee Rd.	A-1 Heating and Air	0	15,600	MS
B-04-000848	Julie Smith	816 Cambridge Rd.	Strong's	0	1,700	MS
B-04-000849	Jerry Shepherd	301 Heartwood Crossing	Pearl Water Productions	1	75,000	NS
B-04-000850	Steve Hill	205 Heights Lane	Hill Land Company	0	100	MIS
B-04-000851	Steve Hill	207 Heights Lane	Hill Land Company	0	100	MIS
B-04-000852	Steve Hill	211 Heights Lane	Hill Land Company	0	100	MIS
B-04-000853	Steve Hill	1410 Locust Dr.	Mike's Roofing and Remodeling	0	3,500	RM
B-04-000854	Fred Alderman	107 Faystone Dr.	Fred Alderman	0	2,880	ESF
B-04-000855	Jerry Shepherd	2732 Green Meadow Dr.	Pearl Water Productions	1	120,000	NS
B-04-000856	Kenton McKee	104 Countryside Court	Bern Bushman Tree Service	0	4,028	ASF
B-04-000858	Timothy Connor	610 Rose Avenue	Montgomery Sanitation	0	800	RS
B-04-000861	Ben Trice	1208 Brook Circle	Fralin and Waldron	1	175,000	NS
B-04-000864	Ben Trice	1215 Brook Circle	Fralin and Waldron	1	192,000	NS
B-04-000865	Christina Howell	401 Ridgeview Dr.	TB Home Improvement	0	5,100	ASF
B-04-000868	Ben Trice	1129 Brook Circle	Fralin and Waldron	1	149,000	NS
B-04-000869	Carl Cirillo	401 Ridgeview Dr.	Environmental Engineering	0	250	DE
B-04-000870	Steve Gerus	1711 Suite 2 N. Main St.	Bell Electric	0	15,000	EC
B-04-000872	Clyde Mitcham	1303 N. Main St.	Blacksburg Plumbing	0	1,500	RW
B-04-000873	Robert Welch	510 Lee St.	Robert Welch Contracting	0	25,000	RS

Total Construction Value for January, 2004

1,646,010

Total New Dwelling Units for January, 2004

6

Total Number of Permits Issued for January, 2004

49

Total Number of Inspections for January, 2004

428

Total Number of Building Permit Fees Collected for January, 2004

27,159

Total Amount of Stop Work Order Admin Fees Collected January, 2004

200.00